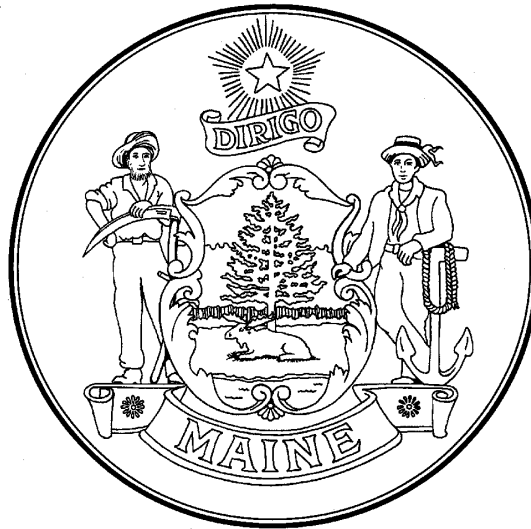


Guidelines for Participation and Application FY 2016

Boating Facilities Fund



**MAINE DEPARTMENT OF AGRICULTURE,
CONSERVATION AND FORESTRY
BUREAU OF PARKS AND LANDS
Boating Facilities Program
22 State House Station
Augusta, Maine 04333**

PREFACE

The Boating Facilities Fund (BFF) was established by the Maine Legislature to assist state and local governments and others in the acquisition, development and maintenance of public recreation boating facilities. Administered by the Maine Department of Agriculture, Conservation and Forestry, Bureau of Parks and Lands, BFF grants can provide up to **\$150,000.00** of the allowable costs for eligible acquisition and/or development projects.

This manual is intended to provide general information about the Boating Facilities Fund program, including the steps a potential applicant must take to apply.

NOTE: The Boating Facilities Program also offers an expedited grant process for grants of boarding floats for previously funded boating facilities seeking to renovate or replace worn out floats. See the program's web site at:

http://www.maine.gov/dacf/parks/grants/boating_facilities_fund.html

Qualified applicants that are interested in submitting a proposal should contact the Boating Facilities Program of Bureau of Parks and Lands at the address below for assistance and guidance in the application process.

**Boating Facilities Program
Bureau of Parks and Lands
22 State House Station
Augusta, Maine 04333**

**George Powell, Director, Boating Facilities Program
207-287-4964, E-mail address: george.powell@maine.gov**

BOTH DEADLINES MUST BE MET

PRE -INSPECTION DEADLINE	APPLICATION DEADLINE
All projects <u>must</u> request a site pre-inspection by close of business (5:00 PM) Wednesday, May 13, 2015	Applications must be submitted on or before close of Business (5:00 PM) Wednesday, June 24, 2015 or postmarked on that date
<u>LATE REQUESTS WILL NOT BE ACCEPTED</u>	<u>LATE APPLICATIONS WILL NOT BE ACCEPTED</u>

APPLICATION FORMAT

Please submit an original and five (5) copies of the application materials in a SOFT COVER 3 prong binder (PLEASE NO HARD COVER 3-ring binders).

Note

This booklet should be retained in the applicant's project file following the submission of an application. Contents of this booklet include information and directions regarding future actions that must be taken if the application receives preliminary state approval.

This application can also be found at: http://www.maine.gov/dacf/parks/grants/boating_facilities_fund.html

**Maine Department of Agriculture, Conservation and Forestry
Bureau of Parks and Lands
Boating Facilities Program
22 State House Station
Augusta, Maine 04333**

Boating Facilities Fund – FY 2016

To Application Recipients,

The BFF application process requires that a pre-approval site inspection of a potential project be made by state staff. In order to properly schedule such inspections, we are requesting that if your community intends to submit a completed application by the deadline of June 24, 2015, you fill out the form below and return it no later than **May 13, 2015. Program staff will contact applicants to schedule an inspection between May 18th and June 19th.**

(PLEASE NOTE: THIS DOES NOT CONSTITUTE A COMPLETED APPLICATION)

If you have any questions concerning the site inspection or the application process, please contact George Powell at 207-287-4964 or george.powell@maine.gov.

Boating Facilities Fund
Pre-application Site Inspection Request

Grant Applicant Organization:

Contact Name:

Address:

Phone:

E-mail:

Brief Project Narrative: (type of project, location, type of facilities, materials of construction, etc.)

Send to: George Powell
Maine Department of Agriculture, Conservation and Forestry
Bureau of Parks and Lands
Boating Facilities Program
22 State House Station
Augusta, Maine 04333
or: george.powell@maine.gov
or: fax 287-8111

Boating Facilities Fund

Guidelines for Participation and Application – FY 2016

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SECTION 1.0 BOATING FACILITIES FUND – GENERAL INFORMATION

1.1 Program Overview

The Boating Facilities Fund is a state grant program administered by the Maine Department of Agriculture, Conservation and Forestry, Bureau of Parks and Lands and authorized by the state legislature to fund grants-in-aid to political subdivisions and others for the acquisition, development, or renovation of public recreational boating facilities. The program is administered under the direction of the Director, Bureau of Parks and Lands. Grants are awarded on a reimbursement basis, for up to 50% of approved costs (maximum grant award is **\$150,000.00 in cash and/or materials** as established by the Department). All correspondence must be directed through the office of the Director of the Boating Facilities Program in the Bureau of Parks and Lands (BPL), Maine Department of Agriculture, Conservation and Forestry.

1.2 Grant Recipient Eligibility

Grants may be awarded to any of the following:

- Local governmental agencies (cities, towns, counties)
 - Special purpose agencies, such as Water Districts
- State agencies
- Other governmental agencies (Indian Tribal Governments)
- Other entities such as fish and game clubs, private marinas, etc.

1.3 Eligible Projects

Generally the development, and/or renovation of public recreational boating facilities intended for either motorized or non-motorized watercraft use are eligible for financial assistance. The proposed facility must provide recreational boating uses as a primary function open to the general public. A representative of the Boating Facilities Program will establish the preliminary eligibility of a particular proposal through a pre-application site inspection. An authorized agent of the applicant must request the pre-application inspection. ***Pre-inspection required for all applications. Request must be made by May 13, 2015. Program staff will contact applicants to schedule an inspection between May 18th and June 19th.**

1.4 Project Selection

Eligible proposals are reviewed and scored by a committee made up of BPL staff and other state agency professionals, experienced in boating infrastructure, using a competitive process. The availability of funding appropriated by the state legislature in each fiscal year will determine the number of grants that can be awarded in that year.

1.5 Match Requirements

BFF funding may be up to 50 percent, or the grant cap (\$150,000), of a project's approved total cost. However, the applicant's match will be weighed in the competitive grant award process. The BFF grant is a reimbursement grant, meaning the sponsor must be able to pay for the project costs in full as they are incurred. Once project approval has been received, the sponsor can submit requests for reimbursement.

The match may include:

- Cash
- Donated (full or partial) labor, materials, services, equipment
- Federal, other state, and local funds
- Land (land used as a match will require the State be granted an easement in perpetuity)

The value of donated/volunteer labor may be calculated using two methods, depending on the type of labor:

- Professionals – If a person is professionally skilled in the work being donated to the project (i.e., engineer providing design and permitting assistance), the wage rate this individual is normally paid for performing this type service may be charged to the project, up to reasonable limits.
- Unskilled labor – Will be charged at a rate of \$10.00 per hour.

The value of donated equipment may be calculated by one of two methods:

- Standard rate – The rate the equipment owner would normally charge for the use of the equipment.
- MDOT rate – Equipment rates set by the Maine Department of Transportation. These can be found at: <http://www.maine.gov/mdot/csd/laborrates.htm>

The value of land used as a match must be based on a fair market value appraisal performed by a qualified Maine licensed appraiser using latest USPAP standards. A self-contained appraisal report will be required to be submitted.

1.6 Application Prerequisites

a. Project Committee: Prior to application, the applicant must designate an individual as the day-to-day contact person for the project. For governmental entities it is recommended they established a project committee. This committee should have a minimum of three (3) and a maximum of seven (7) members with overlapping terms of tenure to ensure continuity of progress despite the inevitable change of municipal personnel.

b. Land Rights: Prior to an award, the applicant must demonstrate that they have sufficient right, title or interest in the project site and access to the site to guarantee the facilities will remain available to the general public for recreational boating access for the useful life of the facilities.

1.7 Allowable Costs

- Acquisition Projects: Normally funding through the Boating Facilities Fund is not available for land acquisition. It is recommended that applicants wishing to obtain funding for land acquisition contact the Land for Maine's Future Board. In rare cases, the Division may consider providing a land acquisition grant. Contact the Boating Facilities Program Manager to discuss such requests.

- Development/Renovation Projects: Most of the direct costs of renovation/construction of a recreational boating related facility are allowable. Administrative costs, certain types of buildings, purchase of operational or maintenance equipment, and operating/maintenance costs are not allowed. Costs incurred before the award of a grant other than reasonable costs associated with preliminary planning and design, are not reimbursable, and cannot be used as match.

1.8 Control and Tenure of Project Land

For lands upon which a project is sited, the grant recipient must have title or adequate control (fee, easement or lease) of the project area and ability to guarantee public access for the life of the facilities.

1.9 Applicant's Obligations

Each applicant will be required to sign a Project Agreement (PA) with the State of Maine that defines the applicant's obligation with the acceptance of the state funds. Among these obligations are:

Project Timing: Applicants are expected to begin their projects promptly following state approval. Failure of an applicant to commence the project within a reasonable period of time could result in rescission of the funds and termination of the PA.

Acknowledgement: Applicants must maintain a suitable acknowledgement of BFF assistance at the project site.

Operation: BFF-assisted facilities must be operated to allow general public use for recreational boating access without discrimination.

Maintenance: Applicants are required to maintain BFF-assisted facilities in a safe, attractive, and functional condition at no expense to the State of Maine.

Retention: If state funding is used for acquisition of land, or land is used as match associated with BFF-assisted facilities such land must remain in such ownership for public recreational boating facility purposes **in perpetuity**. Should all or **any** portion of a BFF funded facility or property be changed to other than public recreational boating use, the grant recipient is required to replace, **at its own expense**, the converted property with property having:

- 1) equal or greater appraised value; and
- 2) equal or greater recreational usefulness.

Regardless of the amount of state funding for development or renovation, BFF-assisted facilities must remain in such ownership for public recreational boating facility purposes for the life of the improvements (minimum of 20 years)

Interests, including conservation easements, in BFF-assisted facilities (including project land) cannot be conveyed to entities that do not qualify as a sponsor under the BFF Grant Program.

1.10 User Fees

Fees may be charged and the income used to defray the costs of operation and maintenance of the BFF-assisted project. If fees are charged, there may be a reasonable difference in the fee schedule for residents of the applicant community and for nonresidents (no greater than double). Fee schedules must be approved in writing and in advance by the Director, Bureau of Parks and Lands.

1.11 Reimbursement of Project Costs

Reimbursement of allowable costs is calculated based on the ratio of the amount of requested BFF funds to estimated total allowable project costs provided in the application.

Example: Estimated total allowable project cost provided on an applicant's application is \$75,000. Applicant requests \$25,000 in BFF funds for this project. The reimbursement rate for this project is 33% ($25,000/75,000 = 33\%$). If actual allowable project costs are \$75,000 or more, applicant will be reimbursed \$25,000. If actual allowable project costs are less than \$75,000, applicant will be reimbursed 33% of actual allowable costs (i.e., actual project costs are \$60,000, applicant will receive \$20,000 in BFF reimbursement).

Applicant is responsible for paying project costs as they are incurred. In order to receive reimbursement, sponsor must submit proof of payment along with all other required documentation to BPL. Reimbursements generally take 4-6 weeks to process and provide payment to the sponsor. Reimbursements may be requested as often as once a month.

BPL may withhold 5% of the BFF grant until project is complete, a final inspection is done, and Division staff has approved the close-out of the project.

SECTION 2.0 APPLICATION PROCEDURES

2.1 Pre-Application Site Inspection

The applicant must request a site inspection by BPL to determine preliminary project eligibility. An authorized representative of the applicant must be present for the inspection. This should be done as early as possible and must be done prior to the **June 24, 2015 application deadline. Return the site inspection form attached to the cover of this application by May 13th to schedule an inspection. Projects will not be accepted without a pre-application site inspection.**

2.2 Submit Application and All Supporting Documentation

Applicants gather required information and documentation for application (see application checklist on pages 7-8) that must be submitted to the Bureau of Parks and Lands on or before the specified deadline. **NOTE: APPLICATION MUST BE SUBMITTED WITH ONE ORIGINAL AND FOUR (4) COPIES.**

2.3 Application Review/Scoring

Project proposals are reviewed and scored by the review committee using the Project Review Criteria in Appendix 1. Projects are ranked in priority order for approval based on availability of funds. Following approval, applicants are notified of status of their request (approximately July 13-31).

2.4 Additional Information

Applicants of approved projects may be required to submit additional documentation prior to the Bureau of Parks and Lands executing a project agreement.

2.5 Project Agreement

Upon approval, BPL notifies the applicant and a Project Agreement (**see Appendix B**) between the State and the applicant is executed by representatives of both parties. **NOTE: PROJECT COSTS OTHER THAN REASONABLE BPL-APPROVED PLANNING AND ENGINEERING COSTS INCURRED BY THE APPLICANT PRIOR TO FULL EXECUTION OF THE PROJECT AGREEMENT ARE NOT ELIGIBLE FOR REIMBURSEMENT OR AS MATCH.**

2.6 Finalize Development Plans and Bidding

Project development plans and specifications are finalized and must be approved by the state project officer before bids for construction are solicited. For construction contracts in excess of \$100,000, notices to bidders must be published in the Kennebec Journal two times on consecutive weeks before the bid due date. Bids are received and public bid opening will be provided by the applicant. Project construction contract is awarded. Construction of facility begins. State project officer will make periodic inspections to view progress.

Note: (a) **Bids or quotes for project work must not be solicited prior to approval of the project or before state authorization to proceed.** Except for some planning and engineering expenses approved by BPL, costs incurred prior to the date of approval will not be eligible.

(b) State regulations provide for reimbursement on the basis of the lowest qualified bid or quote.

Caution: Do not proceed with bidding or construction without written authorization from the State Project Officer.

2.7 Project Completion and Close-out

Upon notification by grant recipient that work is completed, ***State Project Officer*** will conduct a final inspection. If the work is accepted as being in accord with the Project Agreement and approved plans, a project close-out request may be submitted to the Division. A final billing will be processed and the project will be closed out. Five (5%) percent of the BFF grant may be withheld until this step is completed.

SECTION 3.0 PROJECT APPLICATION CHECKLISTS

The items necessary to complete the Boating Facilities Fund application are listed below. Please provide these items in the order listed. **Each section should be labeled, indexed, or tabbed as indicated. Use this checklist to ensure you have submitted a complete application.** Incomplete applications will not be reviewed and not receive funding. Applicants must provide one original (marked as “Original”) and four copies of the completed application on or before the application deadline of June 24, 2015 (postmark date).

The following items are required for all BFF applications.

Section A. Transmittal (cover) Letter – Exhibit A

A Letter of Transmittal, or Cover Letter, on applicant’s letterhead must accompany the BFF application. The letter must be signed and dated by the applicant’s Chief Executive Officer and is the assurance that the applicant endorses the proposal. The letter must:

- *designate a project leader who will be the primary individual responsible for the implementation of the project: include the individual’s name, address, e-mail and a daytime telephone number.*
- *certify that if the grant is awarded, the applicant will comply with all applicable local, state, and federal regulations concerning acquisition and/or development of the proposed project.*
- *identify the type of assistance being sought (acquisition, development, renovation, or some combination of these categories.)*

Appendix C provides a sample letter of transmittal.

Section B. Legal Authority to Apply (project certification) – Exhibit B

The municipal legislative body (city/town council, town meeting, etc.) must pass the necessary warrant articles or resolves to satisfy the language of the Project Certification. Private entities must pass the necessary motions or resolves to satisfy the language of the Project Certification. **The Project Certification must accompany the application.** See **Appendix D** for Project Certification wording and a sample letter.

Section C. Application for Boating Facilities Fund Assistance – Exhibit C

See **Appendix E** for instructions on completing the application and a blank copy that may be used by the applicant.

(Also available at: http://www.maine.gov/dacf/parks/grants/boating_facilities_fund.html)

Section D. Project Maps/Plans – Exhibit D

- Location Map: indicates the location of the project within the community (not to exceed 11 x 17).
- Project Boundary Map: shows the boundaries of the property to be acquired and/or developed with Boating Facilities Funds that will be subject to all terms and conditions of the Boating Facility Fund Agreement, including the “retention” obligation (see application section 23). The Project Boundary Map **must** include:
 - Dimensions of boundaries;
 - Physical features abutting site (roads, water bodies, utility corridors, etc.);

- Existing recreational facilities;
 - Proposed elements of the BFF project;
 - Means of access to the BFF site from a public way (must be included in the project boundary
 - North arrow
 - Scale of map
- Plans/Specifications: If available, final design plans and specifications should be submitted to provide additional information on the proposed development.

See **Appendix F** for sample of Location Map and Project Boundary Map.

Section E. State Historic Preservation Commission Review – Exhibit E

Proposed projects must also be reviewed by the Maine State Historic Preservation Commission (MSHPC). Mail one copy of the completed grant application, a copy of the project location map and project boundary map to: Maine Historic Preservation Commission, 65 State House Station, Augusta, ME. 04333. Attach a copy of your cover letter and the Maine State Historic Preservation Commission response as Exhibit E. Allow 4 weeks for a response. A copy of the MSHPC approval must be provided before a project agreement is executed.

Section F. Detailed Cost Estimate – Exhibit F

Provide a cost estimate of the construction cost in as much detail as is available.

See Appendix G for sample cost estimate.

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APPENDIX A - Project Selection Process (PSP)

To be eligible for Boating Facility Fund (BFF) grants a proposed project must meet priority boating needs as identified in the current Strategic Plan for Providing Public Access to Maine Waters for Boating and Fishing (Boating Strategic Plan 1995 and 2000 Update) ⁽¹⁾, Coastal Water Access Priority Areas for Boating and Fishing (October 2000) ⁽²⁾ or the latest version of the Department of Inland Fisheries and Wildlife list of priority waters ⁽³⁾, in addition to other program requirements. If not listed as priority water, credible evidence of the significance of the waterbody's value as a recreational boating asset will be required.

Selection of projects to be funded by the BFF program will be based on:

- A pre-application site inspection by a representative of the Maine Bureau of Parks and Lands (BPL) to determine if the proposed project meets program and Boating Strategic Plan eligibility;
- A BPL staff evaluation of existing recreation facilities maintained/operated by the applicant;
- Review of a complete application, including documentation and supplemental information, submitted by the applicant; and,
- Past performance (if any) in BFF grant administration.

Selection of municipal grant awards is based on a competitive process designed to ensure that annual appropriations of BFF funds are directed to projects that have a significant impact to a community, a region, or the State of Maine in general. Examples of projects that may be determined to have significant impact include, but are not limited to:

- Acquisition of property to prevent loss of an existing public boating facility;
- Development of public boating facilities to meet established, documented needs in a community or region;
- Development of public boating facilities to serve a broad range of users including special needs populations; and,
- Renovation of existing public boating facilities that serve an established, documented need (only if renovation is not a result of inadequate maintenance during the reasonable life of the facility).

BFF Project Review Process

Grant applications will not be reviewed for completeness or accuracy prior to distributing the applications to the review committee for scoring. Applications will be scored as submitted based on their merits.

The project applications will be reviewed, scored, and ranked using Project Review Criteria below. The BFF Review Committee is composed of BPL staff and other state agency professionals, experienced in boating infrastructure, planning and development. The committee will review the applications and recommend BFF funding priorities to the Director of BPL. The Director makes the final approval. Applicants are encouraged to provide documented evidence of any subjective statements.

Project Review Criteria (only aspects related to recreational boating will be considered)

1. Needs Assessment (Max. of 40 points)
a. Impact on Boating Opportunities – (10 points) Will this facility increase the opportunities for boaters to access this waterbody? Will it meet demonstrated needs for recreational access? What other recreational boating facilities are available in the area, and how does this project fit in to provide improved opportunities to the general public?
b. Service area – (10 points) From what areas will users come? Primarily from the local community and abutting ones (local significance), from communities several communities away (regional significance) or from all over the state and

further away (state-wide significance).
c. Users – (10 points) What percentage of users will be recreational vs. non-recreational. Recreational use does not include guided services, or tour boats, as these are commercial ventures. What percentage of users will be non-motorized vs. motorized? (Note: Funding for these grants comes from that portion of the State gasoline tax attributable to recreational motor boat use.) Will there be any restrictions on the size of boats or type or size of motors?
d. Equity of Access – (10 points) Will this facility provide the general public with access comparable to shorefront owners, in terms of numbers, size and type of boats?
2. Site and Project Quality (Max. of 20 points, negative points possible)
a. Appropriateness of site – (10 points) How much impact will the project have on essential habitats or threaten or endangered species or habitats? How well does the project meet zoning standards? Is there adequate water depth? Are land slopes appropriate for siting access drives and parking areas?
b. Quality of Project Design – (10 points) How well does the design meet State Design standards?
c. Access for Disabled – (negative 30 to zero points) How well does the design meet ADA Standards? It is expected that all facilities will meet existing ADA standards. Points will be deducted for elements that do not comply.
3. Cost/Financial Assessment/Capability (Max. 40 points)
a. Cost Analysis – (10 points) How well developed are cost estimates and how reasonable is the budget?
b. Availability of Project Match – (10 points) How much match is available over and above minimum requirements?
c. Maintenance Planning – (10 points) How well planned is maintenance? Is a specific agency clearly identified as responsible and does it have an adequate maintenance budget?
d. Condition of Applicant's Recreation Facilities – (10 points) What is the condition of other applicant's recreational facilities, especially any other boating facilities, or other state or federally funded recreational facilities?

Notes:

(1) The Strategic Plan for Providing Public Access to Maine Waters for Boating and Fishing (Boating Strategic Plan 1995 and 2000 Update) may be found on-line at:
http://www.maine.gov/dacf/parks/grants/boating_facilities_fund.html

(2) The Coastal Water Access Priority Areas for Boating and Fishing (October 2000) may also be found at the above website.

(3) The latest Department of Inland Fisheries and Wildlife list of priority waters may be obtained from the Department Headquarters by calling (207) 287-3128.

APPENDIX B – Sample Project Agreement (PA)

After receiving approval, the Department of Agriculture, Conservation and Forestry will forward a Project Agreement (PA) to the Applicant. The PA is the contract between the State and the Applicant for the expenditure of the grant funds.

STATE OF MAINE

BUREAU OF PARKS AND LANDS

BOATING FACILITIES FUND

PROJECT AGREEMENT

RECIPIENT:

PROJECT TITLE:

PROJECT NUMBER:

THIS AGREEMENT is hereby made between the STATE OF MAINE, by and through the BUREAU OF PARKS AND LANDS, DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY, hereinafter called the "State", and the Town of _____, hereinafter called the "Recipient".

W I T N E S S E T H

WHEREAS, the State has the authority pursuant to 12 MRSA, Section 1899, to make grants-in-aid to political subdivisions and others for the acquisition, construction, and maintenance of boat facilities; and

WHEREAS, the State agrees to make a grant-in-aid to assist the Recipient in the improvement of a boat launching area on the recipient's property;

NOW THEREFORE, for valuable consideration, the State and the Recipient agree as follows:

1. The Recipient shall be responsible for land acquisition, obtaining permits and making improvements, for which the State's maximum cash reimbursement shall not exceed the value as indicated in item 10 below.

(hereinafter referred to as the "Improvements").

2. The Recipient shall be responsible for the operation and management of the real estate and Improvements which are to be developed with financial assistance from the Boating Facilities Fund or are otherwise used in connection therewith (hereinafter referred to as the "Facilities") and provide for its use by the general public for the lifetime of the Facilities. Any lease or assignment of the Facilities shall not relieve the Recipient of its responsibilities under this agreement. (If funds granted to acquire lands or land is used as a match: The Recipient shall grant the State of Maine a perpetual easement on the site of the Facilities to assure its continued use as a public boating facility.)
3. The Facilities shall be operated and maintained in good order and condition, in compliance with all applicable laws, and in a manner to provide a neat and attractive appearance.
4. The Recipient shall post in a prominent place on the Facilities, and shall maintain in good condition, a sign, indicating the availability of the Facilities to the general public.

5. If any fees are charged for use of the Facilities, such fees shall be nondiscriminatory in nature and shall have received the prior approval of the State Bureau of Parks and Lands.
6. All contracts for work on the Improvements shall be awarded through competitive bidding and all contracts, plans, and specifications for such work shall be subject to the prior approval of the State.
7. The provisions of 5 M.R.S.A., {784(2)}, regarding nondiscrimination in employment, are hereby incorporated into this Agreement by reference as if the same were set out in full herein.
8. The Recipient shall establish a separate account for all funds expended and received in connection with the Improvements and shall preserve (and permit investigation of) such financial records for three years following final completion of the Improvements.
9. The Facilities, and all records pertaining thereto, shall at all reasonable times be open and available for inspection by the State, its agents and designees.
10. The State shall provide signs, technical assistance, (list any materials to be provided) and a cash reimbursement of ____% of approved costs, not to exceed \$ _____ for expenditures made by the Recipient and approved by the State for the Improvements.
11. The Recipient shall submit to the State requests for reimbursement of expenses incurred by the Recipient in connection with the Improvements, together with such evidence as the State may reasonably require supporting such requests. Such expenses may include those indirectly incurred by the Recipient for labor of its employees and equipment owned by the Recipient which are used in connection with such improvement, provided the charges for such labor and equipment are not more than the pro-rata portion of labor and equipment costs reasonably allocated to the project work.
12. The Recipient shall indemnify, defend, and save the State, its employees and agents harmless from and against any and all claims, expenses, damages, injuries, liabilities, and costs (including reasonable attorneys' fees and court costs) arising out of or in any way in connection with the construction, operation, use or maintenance of the Improvements and Facilities, or any accident, or occurrence therein or thereon.
13. The State's cash reimbursement described under paragraphs 1. and 10. is contingent upon the Improvements being developed in compliance with the Americans With Disabilities Act and Maine State Laws/Maine Human Rights Act.
14. This grant expires {two years after date of grant} unless significant work has been started, or the State has extended the grant.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized agents, executed this Agreement as of the date entered below.

**STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION
AND FORESTRY
BUREAU OF PARKS AND LANDS**

Date: _____, 20____

By: _____
 _____, Director
 Bureau of Parks & Lands

RECIPIENT

By: _____

(TITLE)

APPENDIX C – Sample Transmittal Letter

Submit on municipal/agency/organization letterhead

date

George Powell, Director
Boating Facilities Program
Bureau of Parks and Lands
18 Elkins Lane, Eastside Campus
22 State House Station
Augusta, Maine 04333

Dear George,

The {Applicant Name} is pleased to forward this application under the Boating Facility Fund (BFF) program administered through the Maine Bureau of Parks and Lands. The {Applicant Name} is applying for a BFF grant in the amount of \$_____ for the development/acquisition of (type of facility).

We are aware that should this application receive approval, there are state requirements for project conduct and for operation and maintenance of the completed facility with which the {Applicant Name} will be obligated to comply.

The required local legislative/corporate approval was obtained from the (City Council, Town Council, Town Meeting, Other) on (date).

(Name and Title) will be the principal contact and project manager for this project. (He/She) can be reached by telephone at (telephone number and e-mail address) or by correspondence at (address).

Sincerely,

(Signature of Chief Executive Officer)
(Typed Chief Executive Officer's name)
(Typed Chief Executive Officer's title)

APPENDIX D – Sample Warrant Articles/Project Certification

Warrant Articles or Resolves

USE THE FOLLOWING WORDING IN DRAFTING WARRANT ARTICLES OR RESOLVES:

1. Authorizing Application (must be worded as follows)

Article #xxx

To see if the City/Town will authorize the (*specify selectmen or other officials*) to apply, on behalf of the City/Town, for state financing assistance under the provisions of the Boating Facility Fund, Title 12 MRSA §1896 and 1899 for the (*specify acquisition or development*) of (*give title of project as it will appear on application*); and further authorize (*specify selectmen or other officials*) to enter into the Boating Facility Fund Project Agreement with the State subsequent to state approval of the project.

2. Appropriation of local funds*

If City/Town tax appropriations are being used for all or part of the local share of the project cost, The City/Town must raise the funds through Town Meeting or Council action.

3. Authorization to borrow the necessary funds from time to time to cover anticipated reimbursement*

The local sponsor is obligated to pay all costs of the project “up-front”. Therefore, there may be the need to authorize the borrowing of funds which will be repaid by state reimbursement.

*Note: Numbers 2 and 3 may be worded to be contingent upon approval of state funds.

SAMPLE
Project Certification
(Submit on municipal/agency letterhead after passage of warrant)

This is to certify that the *(legislative body – i.e., Town Meeting, City Council, etc. and name of City/Town)* hereby authorizes *(name or title of municipal official, agency, or department)* to make application for financial assistance under the provisions of the Boating Facility Fund, Title 12 MRSA §1896 and 1899 for *(specify acquisition or development)* of *(give title of project as it will appear on the project application)*.

This further certifies that the *(legislative body and name of City/Town)* is familiar with the terms and conditions of the Boating Facility Fund Project Agreement, and hereby authorizes *(name or title)* to enter into said agreement between *(name of municipality)* and the State of Maine upon state approval of the above identified project.

This further certifies that the *(name of agency or department)* has been legally constituted and is responsible for the continued operation and maintenance of this completed project in accordance with the terms and conditions of the Boating Facility Fund Project Agreement *(provide data on how established and organized)*.

And this further certifies that except for the financial assistance requested by this project application, all other financial assistance that has been, or is intended to be applied for, given or promised under any other State or Federal Program have been listed in the application, as listed below. *(if any, please specify)*.

Name of Granting Agency	Fund Name	Amount Requested
--------------------------------	------------------	-------------------------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

Date: _____ Applicant Name _____

Signed by: _____

APPENDIX E – BOATING FACILITIES FUND GRANT APPLICATION



MAINE DEPARTMENT OF AGRICULTURE,
CONSERVATION AND FORESTRY

BUREAU OF PARKS AND LANDS (BPL)
BOATING FACILITIES FUND (BFF)

LOCAL ASSISTANCE GRANT PROGRAMS

APPLICATION FOR GRANT FUNDING

Prior to completing and submitting this application, please contact the Division at (207) 287-4964. This form must be filled out and submitted to BPL no later than June 24th. An electronic version of this form can be obtained from the BPL website at http://www.maine.gov/dacf/parks/grants/boating_facilities_fund.html. Use a separate application for each loan or grant.

USE ADDITIONAL SHEETS AS NECESSARY IN COMPLETING THIS APPLICATION. CROSS-REFERENCE EACH ADDITIONAL SHEET TO THE ITEM NUMBER BELOW.

For BPL Use Only:		Assigned to:
1. DATE SUBMITTED	2. RECEIVED BY BPL	APPLICATION NUMBER
APPLICANT INFORMATION		
3. LEGAL NAME OF APPLICANT	4. TYPE OF APPLICANT <input type="checkbox"/> City <input type="checkbox"/> Plantation <input type="checkbox"/> Town <input type="checkbox"/> County <input type="checkbox"/> Private – Inc., LLP, Other _____ <input type="checkbox"/> Other Public Agency (specify): _____	
5. MAILING ADDRESS OF APPLICANT	6. CONTACT INFORMATION Name: Title: Address (if different): Telephone: E-mail:	
GENERAL PROJECT INFORMATION		
7. NAME OF PROJECT		
8. PROJECT LOCATION AND BODY OF WATER PROJECT IS LOCATED ON <i>(Attach a site map.)</i>		
9. HAS A BPL REPRESENTATIVE VISITED THE PROJECT SITE? <i>(yes or no. If yes, what date)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No Date:		

10. PROJECT COMPONENTS *(Check all that apply.)***Boat Launching Facility:**

- | | | |
|---|------------------------------------|--------------------------------|
| <input type="checkbox"/> Boat Ramp | <input type="checkbox"/> Restrooms | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Boarding Floats | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Parking | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Slope Protection | <input type="checkbox"/> _____ | |
| <input type="checkbox"/> Boat Washing Station | | |

11. DESCRIBE THE PROJECT TO BE FINANCED WITH BFF FUNDING.

12. LIST ALL PERMITS AND APPROVALS REQUIRED TO CONSTRUCT THE PROJECT (including local zoning)

13. STATUS OF PERMITS**A. Permit** _____

- ☐ Not started
☐ In progress *(Attach copy of app)*
☐ Date of consideration _____
☐ Expected completion _____
☐ Approved *(Attach copy)*

B. Permit _____

- ☐ Not started
☐ In progress *(Attach copy of app)*
☐ Date of consideration _____
☐ Expected completion _____
☐ Approved *(Attach copy)*

C. Permit _____

- ☐ Not started
☐ In progress *(Attach copy of app)*
☐ Date of consideration _____
☐ Expected completion _____
☐ Approved *(Attach copy)*

SPECIFIC PROJECT INFORMATION

14. REQUESTED FUNDING AMOUNT \$ _____	15. ESTIMATED PROJECT TIMELINE Construction Start Date: _____ Construction Completion Date: _____	16. PROJECT <input type="checkbox"/> <i>New</i> <input type="checkbox"/> <i>Renovation</i> <input type="checkbox"/> <i>Expansion</i>																																				
17. ESTIMATED PROJECT COSTS <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Cost Category</u></th> <th style="text-align: right;"><u>Amount</u></th> </tr> </thead> <tbody> <tr><td>a. Construction</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>b. Engineering (%)[*]</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>c. Escalation (%)[*]</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>d. Contingency (%)[*]</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>e. Inspection (%)[*]</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>f. Permits (%)[*]</td><td style="text-align: right;">\$ _____</td></tr> <tr><td> *(of construction sub-total)</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>h. TOTAL</td><td style="text-align: right;">\$ _____</td></tr> </tbody> </table> <p style="color: red; font-size: small;">Attach itemization of costs that have been expensed on a separate sheet.</p>		<u>Cost Category</u>	<u>Amount</u>	a. Construction	\$ _____	b. Engineering (%) [*]	\$ _____	c. Escalation (%) [*]	\$ _____	d. Contingency (%) [*]	\$ _____	e. Inspection (%) [*]	\$ _____	f. Permits (%) [*]	\$ _____	*(of construction sub-total)	\$ _____	h. TOTAL	\$ _____	18. ESTIMATED PROJECT FUNDING SOURCES/AMOUNTS <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Source</u></th> <th style="text-align: right;"><u>Amount</u></th> </tr> </thead> <tbody> <tr><td>a. BFF</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>b. Applicant</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>c. City/County</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>d. Other State Sources</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>e. Federal</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>f. Other (specify): _____</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>g. Other (specify): _____</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>h. TOTAL</td><td style="text-align: right;">\$ _____</td></tr> </tbody> </table> <p style="color: red; font-size: small;">TOTALS in Sections 17 and 18 must equal.</p>	<u>Source</u>	<u>Amount</u>	a. BFF	\$ _____	b. Applicant	\$ _____	c. City/County	\$ _____	d. Other State Sources	\$ _____	e. Federal	\$ _____	f. Other (specify): _____	\$ _____	g. Other (specify): _____	\$ _____	h. TOTAL	\$ _____
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PUBLIC BENEFIT AND ECONOMIC DEVELOPMENT INFORMATION

22. What are the public benefits of the project?

What are the projected *economic* development benefits of the proposed project?

Is the project a part of a larger community development plan or strategy?

☐ YES ☐ NO, *If "Yes", please explain and provide a copy of the supporting development plan or Master Plan.*

OTHER INFORMATION

23. Does Applicant own the project site? Does Applicant hold a long-term lease agreement on the project site? Does Applicant operate the site through a concessionaire? Applicant must own or control the project area and rights of way to and from the project area. Applicant must also operate and maintain the facility for the life of the facility (min. 20 yrs). *(Provide copies of any related lease agreements, etc. concerning the control and operation of the project site.)*

24. Provide a Resolution from the governing body authorizing Applicant to apply for funding.
(SAMPLE ENCLOSED)

25. Attach copies of any initial drawings or designs.

26. If the Applicant has retained an outside engineer, design or other consultant for the Project, please provide the contact information.

Name:
Title:
Company:
Address:
Telephone:
E-mail:

Name:
Title:
Company:
Address:
Telephone:
E-mail:

Discussion of Application Ranking Criteria

27. Needs Assessment Narrative

A. Impact on Recreational Boating Opportunities (10 points)

B. Service Area (10 points)

C. Users (10 points)

D. Equity of Access (10 points)

28. Site and Project Quality Narrative

A. Appropriateness of Site (10 points)

B. Quality of Design (10 points)

C. Access for disabled (-30 to 0 points)

29. Cost/Financial Assessment Narrative

A. Cost Analysis (10 points)

B. Funding Match (10 points)

C. Maintenance Planning (10 points)

D. Applicant's Maintenance Record (10 points)

APPLICANT ACKNOWLEDGEMENT AND SIGNATURE

Under penalty of perjury, I hereby certify that I am an authorized representative of the Applicant, and that I have been authorized by the Applicant by resolution to execute this Application for BFF funding.

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE

**MAINE DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY
BUREAU OF PARKS AND LANDS (DP&PL)
BOATING FACILITIES FUND (BFF)
LOCAL ASSISTANCE GRANT PROGRAMS**

APPLICATION INSTRUCTIONS

USE ADDITIONAL SHEETS AS NECESSARY. CROSS-REFERENCE EACH ADDITIONAL SHEET TO THE RESPECTIVE ITEM NUMBER ABOVE.

Download the electronic version of the Application, available at http://www.maine.gov/dacf/parks/grants/boating_facilities_fund.html. Insert data into the shaded areas. Use your Tab key to go from one shaded area to the next. Type in text or use mouse to check boxes.

1. Enter date application is mailed.
2. *For BPLuse only.*

APPLICANT INFORMATION

3. Provide full, legal name of Applicant.
4. Check appropriate box.
5. Provide mailing address.
6. Provide contact information.

GENERAL PROJECT INFORMATION

7. Provide full, legal name of project.
8. Provide the Project location information, street name, and name of body of water project is located on. Attach a site map of the Project on a separate piece of paper.
9. Check appropriate box(es). And provide date of inspection.
10. Check appropriate boxes to indicate components of the Project to be financed.
11. Describe the project.
12. Identify all required permits
13. Identify status of each required permit.

SPECIFIC PROJECT INFORMATION

14. Total amount of funds requesting.
15. Enter expected construction start date and completion.
16. *Are the funds requested for a new facility, renovation or expansion?*
17. *Estimated project cost. Indicate the % based on construction sub-total.*
18. *Estimate the project funding sources and amounts.*
19. *Fill in the name of any other funding sources and whether funds have been applied for and/or are approved. This should tie into item 18.*
20. *Check appropriate box.*
21. *Reserved for future use*

PUBLIC BENEFIT AND ECONOMIC DEVELOPMENT INFORMATION

22. Describe the public benefits of the proposed Project, including how the Project promotes economic development and will develop and enhance public infrastructure in a manner that will attract, create and sustain recreational boating and other amenities in the community and will enhance the quality of life and community amenities for area residents, and any other public benefits.

OTHER INFORMATION

23. Provide details of any and all land rights the applicant possesses which will ensure the availability of the site for use by the general public.
- 24.- 26. Self-explanatory.

Ranking Criteria

- 27.-29. Provide a narrative that explains how the project meets the goals of the Fund. See Appendix A of Guidelines for Participation and Application - 2014 - Boating Facilities Fund

APPLICANT ACKNOWLEDGEMENT AND SIGNATURE

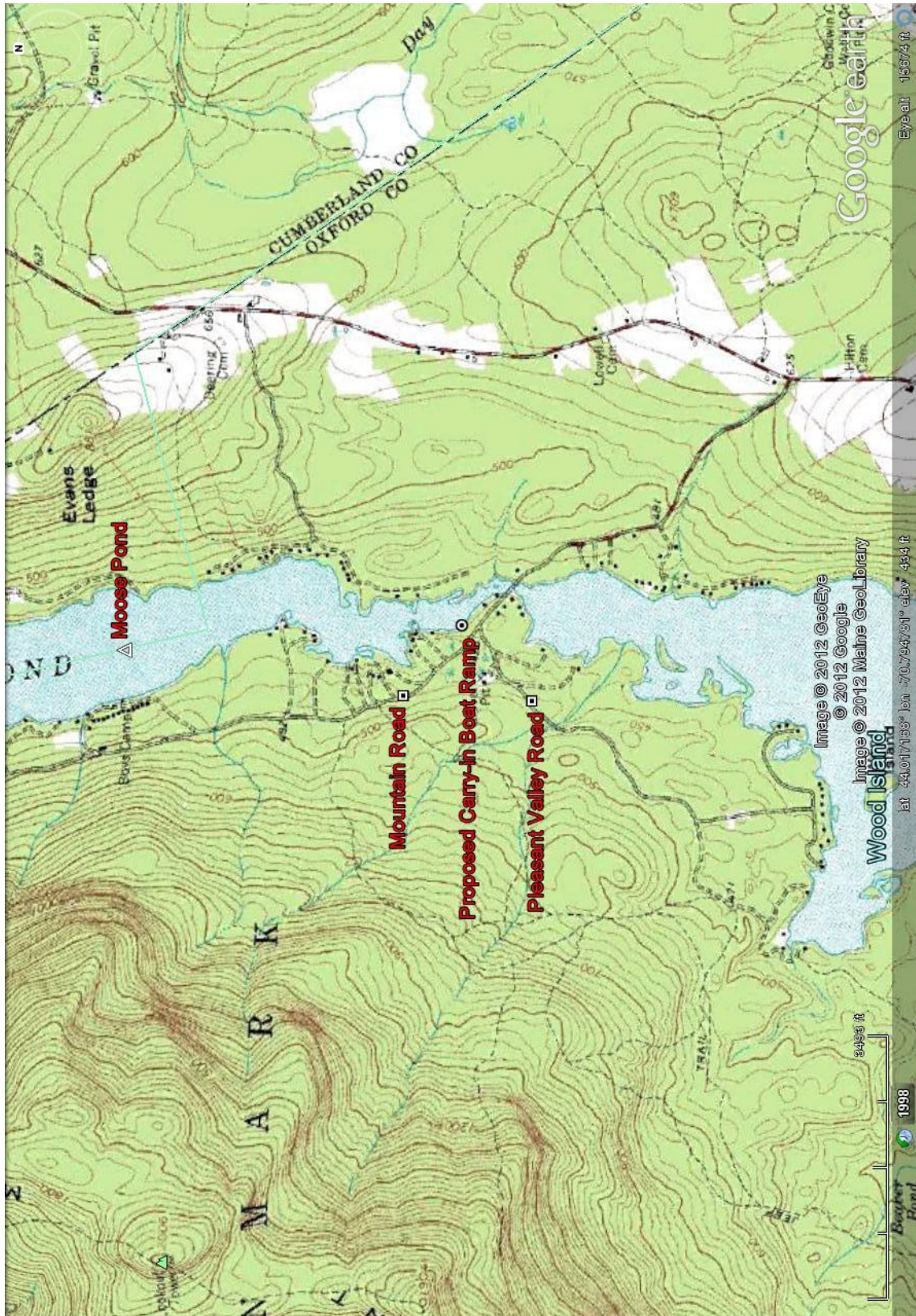
To be signed by the authorized representative of the Applicant per resolution.

Cross-reference any attached documents to its corresponding item number in the application

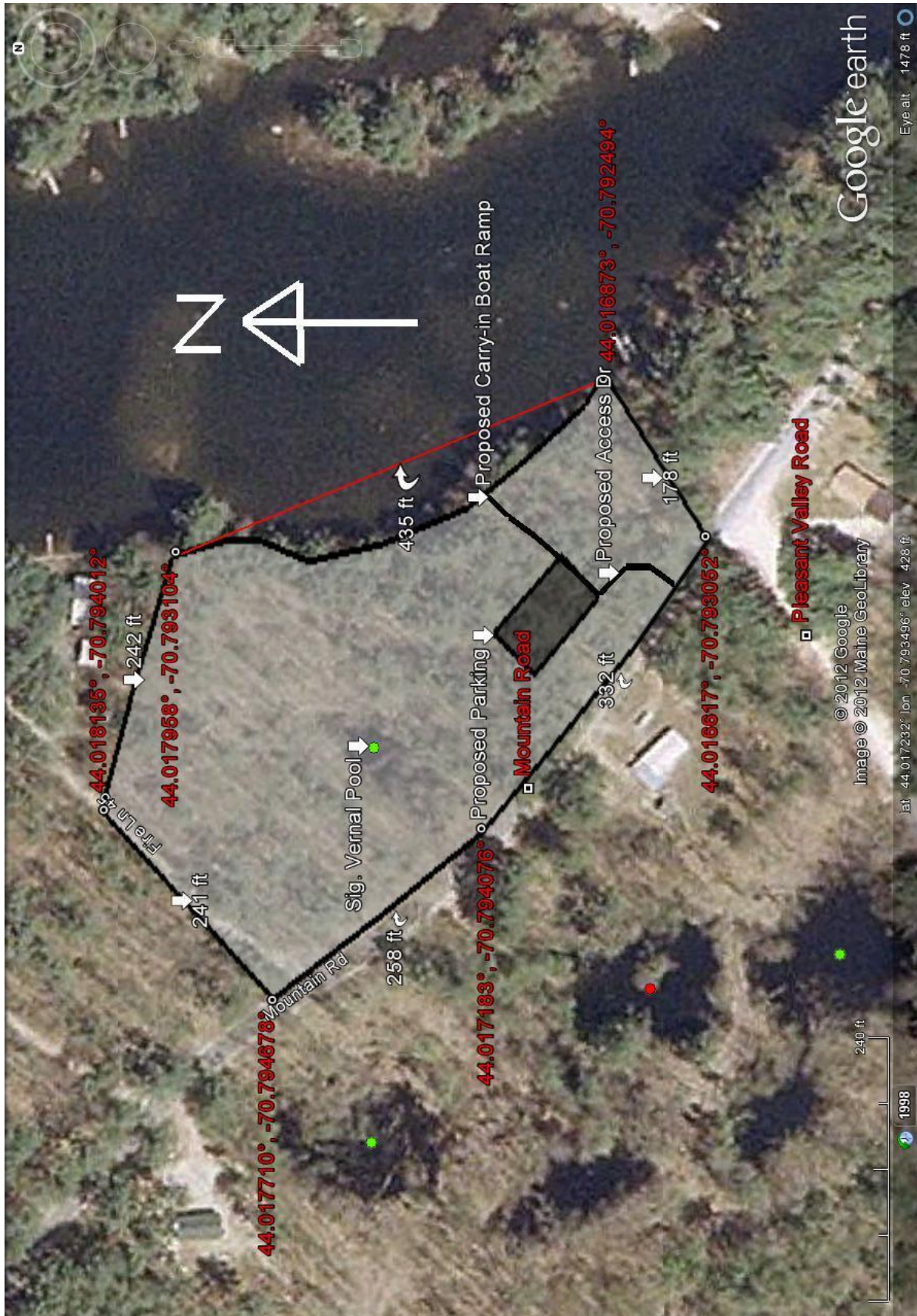
MAIL COMPLETED APPLICATION TO:

Department of Agriculture, Conservation and Forestry
Attn: George Powell, Director
Boating Facilities Program
18 Elkins Lane
22 State House Station
Augusta, Maine 04333

APPENDIX F – SAMPLE PROJECT LOCATION MAP



APPENDIX F – SAMPLE PROJECT BOUNDARY MAP



APPENDIX G – Sample Cost Estimate

The sponsor must submit a detailed cost estimate using the enclosed format or one of its own design. If using other than the following spreadsheet, submit an explanation of the design and values used.

Long Round Pond Boating Facility, Pondville

Cost Estimate

by: _____
Date: ____/____/____

Item	Description	Quantity	Units	Unit Cost	Extension
1	Temp Facilities	1	LS	\$750.00	\$750.00
2	Clearing & Grubbing	1	Acre	\$4,000.00	\$4,000.00
3	Excavation & Grading	600	CY	\$7.00	\$4,200.00
4	Screening or Disposal of Topsoil	400	CY	\$5.00	\$2,000.00
5	Geotextile	26000	SF	\$0.25	\$6,500.00
6	Gravel	2000	CY	\$20.00	\$40,000.00
7	Loam & Seed	10000	SF	\$0.75	\$7,500.00
8	Culvert Replacement - 18" plus apron	1	Ea	\$1,500.00	\$1,500.00
9	New 12" Culvert plus apron	4	Ea	\$1,000.00	\$4,000.00
10	Pavement and Marking	4000	SF	\$1.88	\$7,500.00
11	Turbidity Curtain	1	LS	\$1,000.00	\$1,000.00
12	Subgrade Prep	1	day	\$1,500.00	\$1,500.00
13	Gravel	80	CY	\$20.00	\$1,600.00
14	Installation of Planks	100	Ea	\$100.00	\$10,000.00
15	Riprap	110	CY	\$50.00	\$5,500.00
16	Concrete Abutment	1	Ea	\$6,000.00	\$6,000.00
	Subtotal				\$103,550.00
	Contingency (10%)				\$10,355.00
	Total				\$113,905.00
				say	\$114,000.00